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Minneapolis

1920

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The University of Minnesota

PROBLEMS OF CITIZENSHIP

A MANUAL FOR MINNESOTA VOTERS

PREPARED BY THE

BUREAU FOR RESEARCH IN GOVERNMENT

OF THE

UNIVERSITY OF MINNESOTA

FOR THE

GENERAL EXTENSION DIVISION

OF THE UNIVERSITY

MINNEAPOLIS
Published by the University of Minnesota
March 1920

THE BUREAU FOR RESEARCH IN GOVERNMENT

This bureau has been created within the Department of Political Science of the University for the purpose of encouraging the intelligent and impartial study of our governmental institutions,—primarily the state and local government of Minnesota. Its most immediate function is to aid the students of the University in their studies in political science. As an agency of state-wide service also, the bureau plans to publish a series of bulletins dealing with governmental problems of Minnesota, and offers an information service covering the field within which its work lies.

WILLIAM ANDERSON, *Director*

MUNICIPAL REFERENCE BUREAU

The Municipal Reference Bureau of the General Extension Division is designed to provide the municipal officials of the state with a central clearing house for reliable information on matters of municipal importance. To render this service the bureau has collected charters, ordinances, and other municipal documents, which are drawn upon in the answering of specific inquiries referred to the bureau by municipal officials and other citizens of the state. Municipalities desiring information and advice upon such matters are urged to communicate with the bureau.

E. L. BENNETT, *Secretary*

GENERAL EXTENSION DIVISION

The General Extension Division conducts in Minneapolis, St. Paul, and a few other centers evening extension classes in business, collegiate, and engineering subjects. It also conducts for students throughout the state correspondence courses in a great variety of subjects. In addition it provides communities with lectures by members of the University faculty and lyceum courses of popular lectures, concerts, and dramatic entertainments; maintains a Municipal Reference Bureau, whose work is described above; and also a Bureau of Visual Instruction, which conducts a loan system of educational lantern slides and films; holds annual short courses in merchandising, social service work, dentistry, and banking; offers guidance for the development of community organizations; lends plays and gives advice and suggestions to schools, clubs, and other organizations on the staging and production of amateur theatricals. Bulletins of evening classes, correspondence, community welfare, and lecture courses may be had upon request. Address

RICHARD R. PRICE, *Director*

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INTENTIONAL SECOND EXPOSURE

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Minn. L. Aug. 13, '23.

PREFACE

This manual comprises in the first place a brief compilation of information essential for voters in Minnesota, and in the second place a classified list of selected documents, laws, books, and articles designed to guide the voter who wishes to read more extensively in particular fields.

The introductory compilation of practical information includes the following matters, all highly condensed: 1, suffrage qualifications in Minnesota, including the rules governing legal residence and registration of voters; 2, qualifications for holding public office; 3, a table of elective state and county officers; 4, a statement concerning the important state elections.

The reading list which follows was originally planned and has been prepared for use in the short courses in citizenship for women voters now being conducted by the General Extension Division of the University. It has been made inclusive enough in scope, however, to be useful to study clubs generally and to individual citizens who wish to improve their knowledge of public affairs. At the same time it is a selected list. Many good books have been excluded because they are too technical to be easy reading, and others because of their unavailability in Minnesota libraries generally. Of those which remained after this preliminary sorting out, some excellent works have been ruled out arbitrarily for want of space. This consideration has been responsible also for the wholesale exclusion of periodical articles, many of which are of first-rate importance. The list which remains, altho composed mainly of informational material, contains also some books and articles which are primarily of the inspirational type.

It is hardly necessary to say that the compilers have had no aim except to make a reading list which will be educational in the broadest sense. Where the materials have been found available, books or articles on both sides of a controverted question have been presented. Some questions have been passed over entirely, either because they are not likely soon to be issues in Minnesota or because there is not sufficient valuable material locally available to make possible a study of the question. On the whole, the compilers believe that they have committed as few sins either of inclusion or omission as could have been expected in the circumstances.

BUREAU FOR RESEARCH IN GOVERNMENT

February, 1920

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PROBLEMS OF CITIZENSHIP

INFORMATION FOR THE VOTER

THE ELECTIVE FRANCHISE IN MINNESOTA

The right to vote in Minnesota is controlled fundamentally by the constitution of the state. The qualifications set down in the constitution have, however, been more fully defined by acts of the legislature. The following is a brief statement of the law.

1. Who may vote

In general, every male person, twenty-one years of age and over, who has resided in the state for six months preceding the election, may vote in the election district of which he shall at the time have been for thirty days a resident, for all officers who are elective by the people,

Provided that he is either (1) a citizen of the United States, and has been such for three months preceding the election; or (2) a person of mixed white and Indian blood who has adopted the customs of civilization; or (3) a person of Indian blood who has been examined in a district court and pronounced capable of enjoying the rights of citizenship. (Minn. Const., art. vii, sec. 1.)

Women in school and library elections. Any woman who, except for sex, can fulfill the requirements above, "may vote for school officers and members of library boards," and upon measures relating to schools and libraries. (Minn. Const., art. vii, sec. 8.)

Women in presidential elections. "Every woman who has attained the age of twenty-one years and who possesses all other qualifications requisite to a male voter, shall be entitled to vote the same as men, at any election held for the purpose of electing presidential electors." (Minnesota Session Laws 1919, chap. 89, p. 89.) In the enactment of this law, the legislature has exercised a power conferred upon it by the following provision of the federal constitution: "Each state shall appoint, in such manner as the legislature thereof may direct, a number of electors, equal to the whole number of senators and representatives to which the state may be entitled in the Congress." (U. S. Const., art. ii, sec. 1.) This is as far as the legislature **alone can go in extending** to women the right to vote. Any further extensions of this right to women will require the amendment of either the state or the federal constitution.

Woman suffrage by federal amendment. At the special session of the legislature held in September, 1919, the so-called "Anthony amendment" to the federal constitution was ratified.[1] It reads as follows:

[1] Minn. Sess. Laws, Extra Session, 1919, Joint Resolution no. 1, pp. 105-6. See also the same session laws, chap. 58, p. 98, which is a statute to put the Anthony amendment into effect in Minnesota whenever three fourths of the states have ratified it.

"The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any state on account of sex." This amendment has passed Congress by the requisite majority, and has already been ratified by the legislatures of more than thirty states. As soon as thirty-six states in all have given their approval, and not until then, the amendment will become effective as a part of the federal constitution. The result will be to give women in the several states the right to vote on precisely the same conditions as men. Sex distinctions in the various state suffrage provisions will simply be overruled. It will amount to striking out the word "male" in the Minnesota suffrage clause printed above. Women will then be permitted to vote for all elective officers, not merely for presidential electors and for library and school officers. This consummation is not unlikely to be brought about before the November elections in 1920.

2. Who may not vote

In general, all persons who can not qualify under the laws and constitutional provisions stated above, have no legal right to vote.

In particular it is well to mention women, with the exceptions herein noted; aliens, including even those who have taken out first papers; persons who have no legal residence in the state; persons who have a residence in the state, but who have not resided a sufficient length of time (six months in the state, and thirty days in the voting district) to entitle them to vote; and all persons less than twenty-one years of age.

In addition to these classes, the constitution expressly forbids the following classes to vote: persons who have been convicted of treason or felony and who have not been restored to civil rights, persons under guardianship, and persons who are *non compos mentis* or insane. (See also the provisions as to registration, pp. 8-9, below.)

Women. Until the Anthony amendment is ratified by thirty-six states, or until the constitution of Minnesota is amended, women may not vote for any other officers than have been mentioned, viz: presidential electors, and library and school officers. Neither may they vote on constitutional amendments, charters, charter amendments, bond issues, etc., except those relating to schools or libraries.

3. Denial of the right to vote

Under its general law-making powers, the legislature may, by requiring voters to register, and by defining legal residence, felony, guardianship, and other terms used in the constitution, actually put additional limitations upon the class of legal voters. It may not, however, transgress the plain language of the constitution. The following provisions put special safeguards around the voter.

"No member of this state shall be disfranchised ... unless by the law of the land, or the judgment of his peers." (Minn. Const., art. i, sec. 2.)

Property and religious tests. "No religious test or amount of property shall ever be required as a qualification of any voter at any election in this state." (Minn. Const., art. i, sec. 17.)

Oath. "The legislature shall provide for a uniform oath or affirmation to be administered at elections, and no person shall be compelled to take any other or different form of oath to entitle him to vote." (Minn. Const., art. xv, sec. 3.) As a general practice, no oath whatever is required of the voter on election day. When one is required it takes substantially the following form: "You do swear that you are a citizen of the United States; that you are twenty-one years of age, and have been a resident of this state for six months immediately preceding this election, and an actual resident of this election district for thirty days immediately preceding this election; that you are a qualified voter in this district; and that you have not voted at this election?" (Gen. Stat. 1913, secs. 434, 458.)

4. What is legal residence

A voter may cast his ballot only in that district in which he has a legal residence. Absentee voting is now permitted, but the absent voter must send his ballot to the district in which his residence lies to have it counted.

The constitution makes the following provisions as to residence:

"For the purpose of voting, no person shall be deemed to have lost a residence by reason of his absence while employed in the service of the United States; nor while engaged upon the waters of this state or of the United States; nor while a student in any seminary of learning; nor while kept at any almshouse or asylum; nor while confined in any public prison." (Minn. Const., art. vii, sec. 3.)

"No sailor, seaman or marine in the army or navy of the United States shall be deemed a resident of this state in consequence of being stationed within the same." (Minn. Const., art. vii, sec. 4.)

The statutes, which are subordinate to the constitution, add the following: "The board of registration in determining the residence of any voter, shall be governed by the following rules, so far as they are applicable: (1) The residence of any person shall be held to be in that place in which his habitation is fixed, without any present intention of removing therefrom, and to which, whenever he is absent, he intends to return. (2) A person shall not be considered to have lost his residence who leaves his home to go into another state, or county in this state, for temporary purposes merely. (3) A person shall not be considered to have gained a residence in any county into which he has come for temporary purposes merely, without the intention of making such county his home. (4) If a person go into another state with the intention of making it his residence, he shall be considered to have lost his residence in this state. (5) If a person remove to another state with the intention of remaining there for an indefinite time as a place of residence, he shall be considered to have lost his residence in this state, notwithstanding he intends to return at some future time. (6) The place where a man's family resides shall be considered his residence; but if it be a temporary establishment for his family, or for transient purposes, it shall not be so considered. (7) If a man has his family living in one place and he does business in another, the

former shall be considered his residence; but when a man has taken up his abode at any place with the intention of remaining there, and his family refuses to reside with him, then such place shall be considered his residence. (8) The residence of a single man shall be considered to be where he usually sleeps. (9) The mere intention to acquire a new residence, without the fact of removal, shall avail nothing; neither shall the fact of removal without intention. (10) No person employed temporarily for the purpose of cutting timber, or in the construction or repair of any railroad, canal, municipal, or other work of public nature, shall acquire a residence in any district into which he came for such purpose; but this provision shall not be held to extend to station agents or sectionmen who permanently reside in such a district. In determining the right of any person employed by a railroad company or upon any public work to register or vote, all of the judges shall be satisfied that he is a bona fide resident of the district, and not there for temporary purposes merely; and his unsupported affidavit shall not be held conclusive as to any fact necessary to entitle him to vote. (11) Any permanent inmate of a soldiers' home shall be considered a resident of the district in which the same is located." (Gen. Stat. 1913, sec. 416.)

5. Rules as to registration of voters

A brief digest is here given of the general state laws regulating the registration of voters for general state and county elections. The provisions for local elections in cities, villages, and towns, are so much a matter of special regulation that it is impossible to explain them in brief compass.

Election districts. The several towns and villages, and the wards in cities, constitute the election districts of the state. (Gen. Stat. 1913, sec. 301.) In addition it should be said that in the largest cities, the wards are further divided into voting precincts, and that the larger villages are divided into wards which may constitute election districts.

In towns, villages, boroughs, and fourth-class cities,[2] the laws put a minimum of responsibility for registration upon the individual voter. Personal registration is not required. The boards of registration make up preliminary lists of voters and post them in three public places in the voting district. In fourth-class cities the boards meet again on the Tuesday before an election to revise the list, dropping the names of unqualified persons and adding the names of qualified voters of whom they have heard or who appear for registration. This does not occur in villages and towns. In these three classes of districts registration is not a necessary prerequisite to voting. "Any person offering to vote in any such district, whose name is not on the list at the opening of the polls, but who shall satisfy the election board by proper evidence that he is entitled to register and vote, shall be allowed to vote at such election without taking an oath, unless required to do so by such board." (Gen. Stat. 1913, sec. 421.)

[2] This group includes all cities not named as either first-, second-, or third-class cities below.

In second- and third-class cities (Winona, second-class; Stillwater and Mankato, third-class), registration is required, and the responsibility therefor is divided between the board of registration and the voter himself. The original list of voters is made up by the judges of election sitting as a board of registration in advance of the election. The lists so made up are posted at the places of registration. It is not necessary at this stage for voters to appear to be registered in person, but should any voter find his name omitted from the posted list, he must then appear in person, or by affidavit, at a later meeting of the board to be registered. He must watch for the lists, and study them when they are posted, since he can not vote at the general state election unless he is registered, nor at the state primary unless he is either registered or has his vote sworn in.

In cities of the first class (Minneapolis, St. Paul, Duluth), registration is an almost indispensable prerequisite to voting, and the responsibility for registration is directly and exclusively upon the voter himself. If he wishes to vote at the regular biennial state and county elections in November, he must see to it that he is properly registered as a voter in the district in which he has his legal residence. His vote can not be "sworn in" at this election. If he has failed to appear in person, or to file his affidavit of registration, at the time and place specified for registration of voters in his district, he is not a "qualified registered voter," and can not vote in this most important election. At the regular state and county primary election in June, preceding the November election, the unregistered voter may swear himself in as a voter with the aid of two freeholders, but this process is so difficult that the voter should avoid it if possible by registration in advance. Full publicity is always given to the times and places of registration, and there is ample opportunity for every voter to get his name put on the list. (Gen. Stat. 1913, secs. 424, 425, 432.)

WHO ARE ELIGIBLE TO OFFICE IN MINNESOTA

The constitution of Minnesota is unusually liberal in respect of the restrictions put upon the right to hold office. It provides that every person who by its provisions is "entitled to vote at any election shall be eligible to any office which now is, or hereafter shall be, elective by the people in the district wherein he shall have resided thirty days previous to such election, except as otherwise provided in this constitution, or the constitution and laws of the United States." (Minn. Const., art. vii, sec. 7.) The exceptions here referred to are the special qualifications laid down in the federal laws and constitution as to the presidency, senators, etc., and in the state constitution as to state officers. Such special qualifications for particular offices are very few in Minnesota. "Senators and representatives [in the state legislature] shall be qualified voters of the state, and shall have resided one year in the state and six months immediately preceding the election in the district from which they are elected." (Minn. Const., art. iv, sec. 25.)

Both governor and lieutenant-governor shall have attained the age of twenty-five (25) years, and shall have been bona fide residents of the state for one year next preceding their election. Both shall be citizens of the United States, as a matter of course. (Minn. Const., art. v, sec. 3.) "The judges of the supreme and district courts shall be men learned in the law." (Minn. Const., art. vi, sec. 6.) The same provision has been made by statute in the case of municipal court judges; the practical meaning is that they must be members of the Minnesota bar. Members of boards of freeholders in cities, otherwise known as charter commissions, must be freeholders, and must have been voters of the city for five years. (Minn. Const., art. iv, sec. 36.)

The constitution also provides that women "shall be eligible to hold any office pertaining to the management of schools and libraries." (Minn. Const., art. vii, sec. 8.) These are the offices, furthermore, for which women are constitutionally entitled to vote. The fundamental rule seems to be that the person who has the right to vote for an office is eligible for the office, unless special qualifications are stated. Thus women, while their right to vote was limited to the privilege of voting for members of library and school boards, were eligible to those offices only. There seems to have been no decision as yet as to their eligibility as presidential electors under the statute of 1919 which allows them to vote for such electors. It seems fairly clear, however, that when they come to receive the elective franchise on an equality with men, they will also become eligible to office on the same basis as men.

The constitution further provides that "No religious test or amount of property shall ever be required as a qualification for any office of public trust under the state." (Minn. Const., art. i, sec. 17.)

OFFICERS ELECTED BY THE VOTERS IN MINNESOTA[1]

1. **Representatives of Minnesota in the federal government.** Elected on a ballot giving party designations

	No.	Constituency	Term
Presidential electors	12 at present	State at large	4 yrs.[2]
U. S. senators	2	State at large	6 yrs.[3]
Congressmen, or members of House of Representatives of U. S. Congress[4]	10 at present	1 from each congressional district[5]	2 yrs.

[1] This brief tabulation contains nothing concerning township, village, city, school district, and special local officers. Space does not permit.

[2] Elected in 1920, 1924, etc.

[3] Senator Kellogg holds until 1923; Senator Nelson until 1925. Their successors will be elected in 1922 and 1924, respectively.

[4] The entire group comes up for election every second year.

[5] See the Legislative Manual for 1915, 1917, or 1919, for maps showing the boundaries of congressional, state senatorial, and judicial districts.

2. **State executive and administrative officers.** Elected on a hallot giving party designations

	No.	Constituency	Term
Governor		State at large	2 yrs.
Lieutenant-governor		State at large	2 yrs.
Secretary of state		State at large	2 yrs.
Auditor		State at large	4 yrs.[6]
Treasurer		State at large	2 yrs.
Attorney-general		State at large	2 yrs.
R. R. and warehouse commissioners	3	State at large	6 yrs.[7]

3. **State legislature of 2 houses.** Elected on a ballot without party designations

	No.	Constituency	Term
State senators	67 at present	1 from each senatorial district[8]	4 yrs.[8]
Members of House of Representatives of state legislature	131 at present	1 to 4 from each senatorial district[9]	2 yrs.

4. **State and county judicial officers.** Elected on a hallot without party designations[10]

	No.	Constituency	Term
Justices of State Supreme Court	5	State at large	6 yrs.[11]
Clerk of Supreme Court	1	State at large	4 yrs.
Judges of state district courts	47	Each of 19 judicial districts elects 1 to 9 judges[8]	6 yrs.
Probate judges	86	1 in each county	2 yrs.
Court commissioners	86	1 in each county	4 yrs.[12]
Clerks of district courts	86	1 in each county	4 yrs.

5. **County officers other than judicial.** Elected on a hallot without party designations

	No.	Constituency	Term
County commissioners	5 in each county	Elected by single districts[13]	4 yrs.
Auditor	1	County at large	4 yrs.[12]
Treasurer	1	County at large	4 yrs.[12]
Register of deeds	1	County at large	4 yrs.[12]
Sheriff	1	County at large	4 yrs.[12]
Attorney	1	County at large	4 yrs.[12]
Surveyor	1	County at large	4 yrs.[12]
Corofier	1	County at large	4 yrs.[12]
Superintendent of schools	1	County at large	4 yrs.[12]

[6] Elected in 1918, 1922, etc.

[7] One elected every two years.

[8] In recent practice the whole body is renewed at once every fourth year, 1918, 1922, etc.

[9] Most of the senatorial districts are subdivided into single member representative districts.

[10] Except that the clerk of the supreme court is on a partisan ballot.

[11] Usually one or more come up for election every regular election.

[12] All the offices marked thus [12] were filled by election in 1918. New elections will not he required until 1922 and again in 1926, etc. Minn. Sess. Laws 1913, chap. 458; ibid., 1915, chap. 168.

[13] Except that St. Louis has seven; and Ramsey six, four of whom are from one district.

THE STATE-WIDE ELECTIONS[1]

1. Regular state primary

Third Monday in June, 1920, 1922, 1924, etc.

To nominate	United States senators, congressmen, the governor, lieutenant-governor, auditor, treasurer, secretary of state, attorney-general, and railroad and warehouse commissioners, and clerk of the supreme court. (Presidential electors are nominated by party conventions.)	On partisan ballots
To nominate	Members of both houses of the state legislature, justices of the state supreme court, judges of district and probate courts, and the elective county officers (county commissioners, auditor, treasurer, sheriff, register of deeds, county attorney, clerk of the district court, court commissioner, coroner, and county superintendent of schools—but excepting county surveyor).	On a separate ballot, without party designation

2. Regular state election

First Tuesday after first Monday in November, 1920, 1922, 1924, etc.

To elect	The officers nominated at the regular state primary, outlined above, and in addition thereto a county surveyor; also to vote on amendments to the constitution. At the elections in 1920, 1924, etc., presidential electors will also be chosen.

A CLASSIFIED AND ANNOTATED READING LIST

ABBREVIATIONS

In the following list of titles the author (if any), title, edition (if revised), paging, publisher, and price have been noted. The number of pages has been given in order to convey some idea of the size of the book. Where the book is more than a year or two old, the present price is probably higher than that here quoted. Where the publisher and price have been omitted, it is usually because the material has been published by some branch of the government or by some society, or has been privately printed. In such cases the material is usually distributed without charge or at a nominal price.

In order to conserve space, a number of abbreviations have been admitted. These occur most frequently among the "publisher" items. The publishers of St. Paul and Minneapolis may be found in a directory; the addresses of other publishers may be obtained through your local library or book store.

The titles starred (*) may be borrowed from the Library Division, State Department of Education, Historical Building, St. Paul, if the resources of the local library are too meager. The library division prefers to have loans made through the local library where there is one. The only charge is the cost of postage both ways.

[1] See the section "Officers elected by the voters in Minnesota," above, for statement of the years in which particular offices are to be filled.

BIBLIOGRAPHIES

The best general bibliographies are the H. W. Wilson series of indexes: Readers' Guide to Periodical Literature, Industrial Arts Index, the United States Catalog of Books, etc. Good short bibliographies on political science, parties, the government of cities, etc., may also be found in the Encyclopedia Americana and the New International Encyclopaedia. The following are some bibliographies of a special nature:

***Handbook series.** Wilson. About $1.50 each.
Compilations of articles, briefs, and bibliographies on both sides of public questions; e.g., municipal ownership, short ballot, primary elections, Americanization, etc. As the need arises, these volumes are revised.

***Intercollegiate debates.** Hinds.
To be found in many libraries. Contains arguments pro and con, and bibliographies on railroad control, municipal ownership, the race question, etc., for intercollegiate debate teams.

Library of Congress. Selected lists of references [on scores of subjects].
Excellent bibliographies on a wide range of questions, usually sold at 5 cents per page, each list. Address: Library of Congress, Washington, D. C.

Public affairs information service. Wilson.
Probably to be had only in fairly large public libraries. One of the most valuable indexes to political and sociological material. Published weekly, and cumulated bi-monthly and annually.

THE GOVERNMENT:

ITS ORGANIZATION AND ADMINISTRATION

POLITICAL SCIENCE

Leacock, Stephen. Elements of political science. Rev. ed. 417 p. Houghton, 1913. $1.75.
Simple, non-technical discussion of the state and government.

Willoughby, W. F. Introduction to the study of the government of modern states. 455 p. Century, 1919. $2.25.
Original treatment of the problems of governmental organization.

***Wilson, Woodrow.** The state: elements of historical and practical politics. Spec. ed. rev. to Dec. 1918 by Edward Elliott. 554 p. Heath, 1918. $2.50.
Standard treatise on political science and comparative government.

GENERAL WORKS ON AMERICAN GOVERNMENT

Encyclopedias. Encyclopedia Americana (1919; not yet complete), and the New International Encyclopaedia (1916) have valuable, up-to-date articles on American government, city government, parties, etc. See the indexes of both, and in the latter, the separate volume "Courses of reading and study," pp. 41-66. Bibliographies accompany most of the articles.

Periodicals. The American Political Science Review, quarterly, the Political Science Quarterly, and the Annals of the American Academy of Political and Social Science, bi-monthly, are invaluable sources of scientific information on American political and economic problems, current legislation, governmental

progress, politics, etc. The more popular Review of Reviews, Literary Digest, and others, also have great value.

Annuals. The American Year Book is well-nigh indispensable. It annually reports the progress made in every branch of American life, covering general history, foreign affairs, national, state, and local government, law, public service, army and navy, business, banking, labor, transportation, education, etc. The bibliographies, where given, are excellent; and the index is unusually complete. The World Almanac contains a great deal of miscellaneous political, legislative, and governmental information.

***Baldwin, S. E.** The American judiciary. 403 p. Century, 1905. $1.25.
Organization, powers, and procedure of federal and state courts.

***Beard, C. A.** American government and politics. New and rev. ed. 788 p. Macmillan, 1919. $2.50.
Brilliant survey of the whole field of American government,—national, state, local. Stresses politics and governmental organization.

***Bryce, James.** The American commonwealth. New ed. compl. rev. 2 vol. Macmillan, 1919. $5.00.
First edition over thirty years ago; still valuable. Author a distinguished English statesman and publicist.

Croly, Herbert. The promise of American life. 468 p. Macmillan, 1912. $2.00.
Unusually penetrating criticism of American institutions.

Cyclopedia of American government; ed. by A. C. McLaughlin and A. B. Hart. 3 vol. Appleton, 1914.
Authoritative reference work covering the whole field.

***Friedman, E. M., ed.** American problems of reconstruction. 471 p. Dutton, 1918. $2.00.
Discussions by experts of problems of labor and capital, the control of industry, regulation of railroads, shipping, thrift, finance.

***Guitteau, W. B.** Government and politics in the United States. 509 p. Houghton, 1916. $1.20.
A storehouse of facts, with bibliographies, questions, and exercises.

Howe, J. B. The eve of election. 283 p. Macmillan, 1918. $1.25.
Small, readable book on some essentials of American government.

***Munro, W. B.** The government of the United States. 648 p. Macmillan, 1919. $2.75.
Up-to-date work covering national, state, and local government.

Roosevelt, Theodore. Theodore Roosevelt, an autobiography. 647 p. Macmillan, 1913. $2.50.
Roosevelt's experiences in city, state, and national politics, and the ideals he tried to apply.

***Willoughby, W. W.** The American constitutional system. 323 p. Century, 1904. $1.50.
Federal powers; federal and state relations; rights of citizens.

Young, J. T. The new American government and its work. 663 p. Macmillan, 1915. $2.25.
A useful textbook where one can find definite answers to questions on national and state government. Stresses recent congressional legislation and the relation of government to business.

Numerous public documents, many of which may be obtained free from your representative in Congress, give authoritative information concerning our national government.

The Declaration of Independence, the Articles of Confederation, and the Constitution, may be found in a good encyclopedia or in a general textbook of American government.

The Congressional Directory contains the names and addresses of members of the cabinet, Congress, the national boards and commissions, and the courts, and much information about the organization of departments and bureaus.

The Congressional Record, issued almost daily during sessions of Congress, contains the procedure and debates in both houses. Its index is indispensable to anyone who wishes to discover what has happened to a particular bill.

The various departments, bureaus, and commissions of the national government publish annually, in addition to their annual reports, a large number of special bulletins and reports covering many matters of public interest. Education, child welfare, labor problems, the cost of living, immigration, naturalization, public health, agriculture, forestry, roads, industries, foreign trade, taxation, the tariff, and railroads, may be mentioned as suggestive of the wide range of questions upon which there are federal publications.

There is a useful compilation of federal laws, "United States compiled statutes, 1918, compact edition, with appendix," which may be supplemented by the Statutes at Large.

Fairlie, J. A. The national administration of the United States of America. 274 p. Macmillan, 1914. $2.00.
Deals with the president, the departments, and the civil service.

***Franc, Alissa.** Use your government. 374 p. Dutton, 1918. $2.00.
Shows what the national government will do for the farmer, business man, housewife, laborer, and immigrant.

Kimball, Everett. The national government of the United States. 629 p. Ginn, 1920. $3.00.
Latest work; thoro, scientific; exclusively on the national government.

Learned, H. B. The president's cabinet; studies in the origin, formation, and structure of an American institution. 471 p. Yale Univ. Press, 1912. $2.50.

McCall, S. W. The business of Congress. 215 p. Columbia Univ. Press, 1911. $1.50.
Clear statement by an experienced congressman as to how Congress does its work.

Stanwood, Edward. A history of the presidency. 2 vol. Houghton, 1916. $6.00.
Standard work; much information about campaigns and elections.

Taft, W. H. Our chief magistrate and his powers. 165 p. Columbia Univ. Press, 1916. $1.50.
A thoro yet genial account. Gives Mr. Taft's mature views concerning the "greatest elective office in the world."

Willoughby, W. W. The supreme court of the United States. 124 p. Johns Hopkins Univ. Press, 1890. $1.25.
History, organization, and powers of the supreme court.

***Wilson, Woodrow.** Congressional government. 15th ed. 344 p. Houghton, 1900. $1.25.
First published in 1885; its analysis is still largely true.

——— Constitutional government in the United States. 236 p. Columbia Univ. Press, 1908. $1.50.
A simple, powerful portrayal of the national government.

American Foreign Relations

Pamphlets dealing authoritatively with current problems of international relations and the league of nations may be had free or at small cost from the American Association for International Conciliation, Sub-station 84, New York City, and from the World Peace Foundation, 40 Mt. Vernon Street, Boston, Mass.

***Coolidge, A. C.** The United States as a world power. 385 p. Macmillan, 1918. $2.00.
Standard work on our foreign relations since about 1898.

Duggan, S. P. H., ed. The league of nations; the principle and the practice. 358 p. Atlantic Mo. Press, 1919. $2.50.
Symposium covering all important phases of the problem; with appendices containing the league of nations covenant and other documents.

Latané, J. H. From isolation to leadership; a review of American foreign policy. 215 p. Doubleday, 1918. $1.00.
Brilliant statement of foreign policy from Washington to Wilson.

Minnesota Law Review. Minnesota Univ.
Periodical. Recent numbers contain several discerning articles on the league of nations by C. D. Allin and Quincy Wright of the university.

Moore, J. B. The principles of American diplomacy. 477 p. Harper, 1918. $2.25.
Leading authority. Freedom of the seas, Monroe Doctrine, etc. Good bibliography.

THE GOVERNMENT OF THE STATES

Buck, A. E. Administrative consolidation in state governments. 29 p. National Municipal League. $0.25. (Supplement to Nat. Mun. Rev. for Nov. 1919.)
Actual progress toward consolidation in Illinois, Idaho, Nebraska, and Massachusetts.

Holcombe, A. N. State government in the United States. 498 p. Macmillan, 1916. $2.25.
Scholarly survey giving historical backgrounds. Select bibliography.

Mathews, J. M. Principles of American state administration. 533 p. Appleton, 1917. $2.50.
The governor and the departments; civil service, finance, education, corrections, health, law enforcement; recent consolidation movements.

***Reinsch, P. S.** American legislatures and legislative methods. 357 p. Century, 1907. $1.25.
Covers Congress as well as the state legislatures.

The Government of Minnesota

The following documents and publications constitute the essential materials for a study of the government of the state of Minnesota:

The state constitution.

The General Statutes of 1913—a compilation of the laws in force at that date.

The session laws—issued after each session of the legislature.

The journals of the house and senate—record of procedure, votes, etc., in the legislature.

The Minnesota reports—volumes in which are reported the decisions of the state supreme court.

The legislative manual—issued anew for each biennial session of the legislature, 1917, 1919, etc.; an invaluable compendium of information.

The messages of the governors.

The biennial reports of the various departments, boards, and commissions, to the legislature.

Copies of the constitution, the session laws, and the legislative manual may usually be had free from the document clerk in the office of the Secretary of State, St. Paul. Copies of the biennial departmental reports may often be obtained without charge from the respective departments.

Other states, it may be said, have similar publications.

Buell, C. J. The Minnesota legislature of 1913. St. Paul, Author.
The same for 1915, 1917, and 1919. These are continuations of the series begun by Lynn Haines' books of the same title covering the legislatures of 1909 and 1911. Minneapolis, Author.

Folwell, W. W. Minnesota, the north star state. 382 p. Houghton, 1908. $1.25.
A history, with some recent politics.

***Hall, H. P.** H. P. Hall's observations, being more or less a history of political contests in Minnesota from 1849 to 1904. 2d autogr. ed. 384 p. St. Paul, 1904.

***Minnesota Academy of Social Sciences.** Papers and proceedings, vol. 1-8, 1908 to 1915. Minneapolis, Academy.
Contain valuable material relative to social, economic, and political problems, state institutions, legislation, etc., by Minnesota men.

***Minnesota Efficiency and Economy Commission.** Preliminary and final reports, 1914. State, 1914.

***Minnesota Historical Society.** Collections. St. Paul, Hist. Society.
Contain numerous articles on the history, government, and politics of Minnesota; e.g., vol. 13, Lives of the governors of Minnesota.

Minnesota Law Review. Minnesota Univ.
Periodical. Nearly every issue contains valuable articles and notes on Minnesota legislation and court decisions.

COUNTY AND TOWNSHIP GOVERNMENT

County government, prep. and ed. by C. L. King. 326 p. Annals of the Amer. Acad. vol. 47. Academy, 1913. $1.00.

Documents on county government. 900 p. National Short Ballot Organization, 1917. $5.00.

***Fairlie, J. A.** Local government in counties, towns, and villages. 289 p. Century, 1906. $1.25.
The standard work in this field.

Gilbertson, H. S. The county, the "dark continent" of American politics. 297 p. National Short Ballot Organization, 1917. $2.00.
Argument for simpler, more centralized county government.

Minnesota. General Statutes, 1913, chaps. 7 and 8. See also the index.

THE GOVERNMENT OF CITIES

The American city. New York.
Periodical which has two editions: "City," and "Town and county." Full of popular articles on all questions of municipal interest,—government, city planning, health, lighting, sewage, etc.

National municipal league. National municipal review. Philadelphia.
Monthly. A storehouse of information on the politics, government, and administration of American cities; indispensable in this field.

Cooke, M. L. Our cities awake. 351 p. Doubleday, 1918. $2.50.
A lively account of modern progress in municipal administration, especially in Philadelphia, written by a successful administrator.

Goodnow, F. J. and **Bates, F. G.** Municipal government. New ed. 443 p. Century, 1919. $3.00.
Comparative study of European and American city government.

***Howe, F. C.** The city, the hope of democracy. 319 p. Scribner, 1914. $1.00.
The creed of a sanguine prophet of municipal reform.

Munro, W. B. Bibliography of municipal government in the United States. 472 p. Harvard Univ. Press, 1915. $2.50.
An indispensable work, covering the whole field in admirable style.

*——— The government of American cities. New and rev. ed. 415 p. Macmillan, 1917. $2.25.
Systematic work on the government and politics of American cities.

——— Principles and methods of municipal administration. 491 p. Macmillan, 1916. $2.25.
City planning, streets, water supply, sanitation, sewerage, lighting, police, fire department, schools, finance, treated in separate chapters.

***Whitlock, Brand.** Forty years of it. 374 p. Appleton, 1914. $1.50.
The experiences and creed of a famous mayor of Toledo; brilliantly written.

***Wilcox, D. F.** The American city: a problem in democracy. 423 p. Macmillan, 1904. $1.25.
States the problem in a vital, interesting way.

Commission and City Manager Plans

***Bradford, E. S.** Commission government in American cities. 359 p. Macmillan, 1911. $1.25.

Bruere, H. J. The new city government. 438 p. Appleton, 1911. $1.50.
A study of the results of commission government in ten cities.

Commission government and the city manager plan. 279 p. Annals of the Amer. Acad. 1914. $1.00.
Symposium of authoritative articles on both forms.

Rightor, C. E. and others. City manager in Dayton: four years of commission-manager government, 1914-1917, and comparisons with four preceding years under the mayor-council plan, 1910-1913. 271 p. Macmillan, 1919. $2.50.

City Government in Minnesota

The basic materials for a study of your own city's government are as follows:

The Constitution of Minnesota, art. iv, secs. 33, 34, 36.

The General Statutes of Minnesota, 1913, chap. 9; and see also index.

The session laws of Minnesota, 1915, 1917, 1919, etc.

The charter and ordinances of your city.

Official proceedings of your local council or commission, as published in the city's official newspaper.

Reports, usually annual, of the departments.

Minnesota municipalities. League of Minnesota Municipalities. $1.25.
Bi-monthly. Address: Municipal Reference Bureau, General Extension Division, University of Minnesota. Specializes in municipal problems of Minnesota.

***Anderson, William.** The codification of municipal law in Minnesota. Minnesota Municipalities 4:124-32. Oct., 1919. $0.25.

***Bennett, E. L.** Home rule charters in Minnesota. Minnesota Municipalities 4:49-61. April, 1919. $0.25.

Minneapolis Statistician. Municipal statistics. City.
Published from time to time; none issued recently. Contains statistics of population, families, schools, manufacturing, finances, etc.

Minneapolis Woman's Club. Brief outline of Minneapolis city government. 32 p. Author, 1917. $0.10.
A brief and useful outline; will soon be revised.

CIVIL SERVICE

The national and state civil service laws, and the reports of national, state, and municipal civil service commissions, constitute the basic materials for the study of this subject. The state of Minnesota has no such commission, but the local commissions in Minneapolis, St. Paul, and Duluth publish reports.

Fish, C. R. The civil service and the patronage. 280 p. Longmans, 1905. $1.25.

***Foulke, W. D.** Fighting the spoilsmen; reminiscences of the civil service reform movement. 348 p. Putnam, 1919. $2.00.

National Civil Service Reform League. Good government: official organ of the League. Washington, D. C.

Public administration and partisan politics. 273 p. Annals of the Amer. Acad. vol. 64. March, 1916. $1.00.
Discussions of the detrimental effects of partisan politics on all branches of public administration.

TAXATION AND FINANCE

Fillebrown, C. B. The principles of natural taxation. 261 p. McClurg, 1917. $1.50.
States the case for the single tax.

National Tax Association. Proceedings of the annual conferences. New York.

***Plehn, C. C.** Government finance in the United States. 166 p. McClurg, 1915. $0.50.
Simple, descriptive account of national, state, and municipal finance.

——— Introduction to public finance. 3d ed. 480 p. Macmillan, 1915. $1.75.

***U. S. Bureau of the Census.** Financial statistics of cities. Gov. Print. Office.

*——— Financial statistics of states. Gov. Print. Office.
Statistics of revenue, expenditures, and debt, explained and interpreted. Annuals.

***Young, A. N.** The single tax movement in the United States. 340 p. Princeton Univ. Press, 1916. $1.50.

Young, L. E. Mine taxation in the United States. 275 p. Illinois Univ., 1917. $1.50.
Includes a good bibliography, pp. 258-66.

Taxation and Finance in Minnesota

***Blakey, R. G.** Comparative cost of state government, being chap. x of the fifth biennial report (1916) of the Minnesota Tax Commission. 78 p. St. Paul, 1916. (Also printed separately.)
Compares the cost of government in Minnesota for 1915 with that in Wisconsin, Michigan, Indiana, Ohio, and Iowa.

Minnesota Tax Commission. Assessor's manual, including assessment laws, with questions and answers relating thereto. 92 p. State, 1919.

——— Tax laws of the state of Minnesota. 255 p. State, 1914.

*——— Biennial report, 1916, 1918, etc. State.
These reports contain discussions and authoritative information concerning almost every phase of the tax problem in Minnesota.

Minnesota tax laws and tax decisions; a complete syllabus digest of decisions in Minnesota tax cases covered by Minnesota reports vols. 1-136. 339 p. Keefe, Davidson, 1918. $5.00.

***Robinson, E. V.** The cost of government in Minnesota, being chap. xv of the third biennial report (1912) of the Minnesota Tax Commission. pp. 241-587. St. Paul, 1912. (Also printed separately.)
An exhaustive report, stressing state and local costs.

Budgets

Ford, H. J. The cost of our national government: a study in political pathology. 147 p. Columbia Univ. Press, 1910. $1.50.
Demonstrates the need of a national budget system.

Public budgets. 324 p. Annals of the Amer. Acad. vol. 62, November, 1915.
A symposium on budget making for nation, state, and city.

Willoughby, W. F. The movement for budgetary reform in the states. 253 p. Appleton, 1918. $2.75.
Recent scientific statement of what over half the states have done to improve their financial methods.

——— The problem of a national budget. 219 p. Appleton, 1918. $2.75.
Shows why we need a national budget, and presents a practicable plan.

THE CITIZEN'S PART IN GOVERNMENT

CITIZENSHIP AND POLITICAL ETHICS

***Addams, Jane.** Democracy and social ethics. 281 p. Macmillan, 1902. $1.25.

***Beard, C. A.** and **Beard, M. R.** American citizenship. 330 p. Macmillan, 1914. $1.00.
A practical handbook.

Burns, C. D. The morality of nations. 254 p. Putnam, 1916. $1.50.
A study in national and international morality.

Follett, M. P. The new state. 373 p. Longmans, 1918. $3.00.
"Urges the need of political reconstruction upon the basis of group organization."

***Root, Elihu.** The citizen's part in government. 123 p. Scribner, 1907. $1.00.
Urges the necessity of parties; tells how to work with them and through them.

***Ross, E. A.** Sin and society. 167 p. Houghton, 1907. $1.00.
In our complex civilization we need a new code for punishing careless offenders, the result of whose irresponsibility may mean danger and death to scores and even hundreds of individuals.

Wallas, Graham. The great society. 383 p. Macmillan, 1914. $2.00.
"An analysis of the general social organization of a large modern state" by a brilliant social psychologist.

***Ward, E. J.** The social center. 359 p. Appleton, 1913. $1.50.
The library, school, and community center should contribute to the intelligent understanding of community problems, and to the loyalty of the citizens.

FREEDOM OF SPEECH AND OF THE PRESS

Chafee, Zechariah, jr. Freedom of speech in war time. Harvard Law Rev. 32:932-73. June, 1919.

Cooley, T. M. The general principles of constitutional law in the United States of America. 3d ed. chap. 14, sec. 5. Little, 1898. $2.50.
This excellent work, old but not out of date, covers the whole field of civil rights and the powers of the government.

Schofield, Henry, Freedom of the press in the United States. American Sociological Society. Papers and proceedings 9:67-116. 1914.

Vance, W. R. Freedom of speech and of the press. Minnesota Law Rev. 2:239-60. March, 1918.

IMMIGRATION AND AMERICANIZATION

Citizenship manuals may be had from various city chambers of commerce and from city immigration bureaus. These contain sample questions and answers (locally pertinent) on national, state, and local government.

*Abbott, Grace. The immigrant and the community. 303 p. Century, 1917. $1.50.

*Commons, J. R. Races and immigrants in America. 242 p. Macmillan, 1915. $0.50.
One of the most reliable authorities in this field.

*Dixon, Royal. Americanization. 196 p. Macmillan, 1916. $0.60.

Duluth Americanization Committee. Annual report. Pamphlet. City, 1918-19.

*Fairchild, H. P. Immigration, a world movement and its American significance. 455 p. Macmillan, 1914. $1.75.

*Jenks, J. W. and Lauck, W. J. The immigration problem. 3d ed. 551 p. Funk, 1913. $1.75.
A standard work on immigration.

*Steiner, E. A. Nationalizing America. 240 p. Revell, 1916. $1.00.
Professor Steiner of Grinnell College was himself an immigrant. This is a study of the power of the United States to absorb its immigrant population.

*Talbot, Winthrop, comp. and ed. Americanization; principles of Americanism, essentials of Americanization, technic of race assimilation: annotated bibliography. 320 p. Wilson, 1917. $1.50.

U. S. Bureau of Immigration. Annual report. Gov. Print. Office.

PUBLIC SPEAKING AND PARLIAMENTARY PROCEDURE

Cushing, L. S. Cushing's manual of parliamentary practice. 239 p. Coates, 1901. $0.50.

Foster, W. T. Argumentation and debating. Rev. ed. 468 p. Houghton, 1917. $1.50.

*Phillips, A. E. Effective speaking. 314 p. Newton, 1914. $1.50.
A highly successful, tho somewhat technical treatise. Applies psychology to the problems of the speaker. Valuable.

*Robert, H. M. Robert's rules of order, revised for deliberative assemblies. New ed. rev. 323 p. Scott, 1915. $1.00.

Robinson, F. B. Effective public speaking. 467 p. La Salle Extension Univ., 1915. $2.00.

Scott, W. D. The psychology of public speaking. 222 p. Pearson, 1907. $1.50.
Interesting presentation by an expert psychologist of imagination, emotions, rhythm, and the collective mind, as they relate to the problem of the speaker.

U. S. House of Representatives. House manual. Last ed. Gov. Print. Office.

U. S. Senate. Senate manual. Last ed. Gov. Print. Office.
These two manuals give the rules of the respective houses, plus, in each case, the federal Constitution (annotated), Jefferson's Manual of Parliamentary Procedure, various legislative forms, etc.

WOMEN IN GOVERNMENT

*Austin, M. (H.) The young woman citizen. 186 p. Woman's Press, 1918. $1.35.

*Beard, M. R. Woman's work in municipalities. 344 p. Appleton, 1915. $1.50.
Tells something of the variety and scope of woman's work in cities, and suggests the spirit in which the problem is to be approached.

*Bennett, H. C. American women in civic work. 277 p. Dodd, 1915. $1.25.
The life and work of Caroline Bartlett Crane, Jane Addams, Frances A. Kellor, Ella Flagg Young, and seven others.

*Forman, S. E. and Shuler, Marjorie. The woman voter's manual; introd. by Carrie Chapman Catt. 180 p. Century, 1918. $1.60.
A brief discussion of the form and functions of our federal government, written especially for the woman citizen.

*Mathews, Shailer, ed. The woman citizen's library: a systematic course of reading in preparation for the larger citizenship. 12 small vol. Chicago, Civics Society, 1913.
A unique work, which is at once a source of inspiration and a cyclopedia of facts about the government and its problems. Among the many contributors are: Shailer Mathews, Henry Pratt Judson, Mrs. Carrie Chapman Catt, W. W. Willoughby, Jane Addams, Owen R. Lovejoy, Frances A. Kellor, Mrs. Frances Squire Potter, Mrs. Raymond Robbins.

Robinson, H. R. Preparing women for citizenship. 130 p. Macmillan, 1918. $1.00.
Four of the chapters appeared in the Pictorial Review. Mrs. Robinson, the first woman state senator (Colorado), makes this very interesting reading.

THE SUFFRAGE

Porter, K. H. A history of suffrage in the United States. 260 p. Chicago Univ. Press, 1918. $1.25.
A small book, and the best in its field.

Schain, Josephine. Women and the franchise. 127 p. McClurg, 1918. $0.60.
A history and exposition of the woman suffrage movement. Miss Schain was for a number of years in civic work in Minnesota.

NOMINATIONS AND PRIMARIES

The Minnesota primary election laws will be found in the compilation of Minnesota general election laws.

Carpenter, F. H. Minnesota election laws in theory and practice. 37 p. Minneapolis, Author, 1918.
Proposes a change to a combination primary and convention plan.

*Dallinger, F. W. Nominations to elective office in the United States. 290 p. Longmans, 1903. $1.50.

*Fanning, C. E., comp. Selected articles on direct primaries. 4th and rev. ed. 228 p. Wilson, 1918. $1.25.
Selected articles; briefs for debate; good bibliography.

Gillam, S. S. Party government and the Minnesota primary: a discussion of the effects of the Minnesota primary elections law. 9 p. Windom, Author, 1919. Free.
A favorable view of our primary system.

Merriam, C. E. Primary elections; a study of the history and tendencies of primary election legislation. 2d ed. 308 p. Chicago Univ. Press, 1909. $1.25.
The standard work in this field.

ELECTIONS

Bishop, J. B. Presidential nominations and elections. 237 p. Scribner, 1916. $1.50.

Cleveland, F. A. Organized democracy; an introduction to the study of American politics. 479 p. Longmans, 1913. $2.50.

Minnesota Legislature. General election laws of Minnesota. 188 p. State, 1917.

***Viesselman, P. W.** Corrupt practices legislation. Minnesota Academy of Social Sciences. Proceedings 6:171-246. 1912.

Has a good bibliography, pp. 241-46.

The Short Ballot

Childs, R. S. Short-ballot principles. 171 p. Houghton, 1911. $1.00.

Earnest, yet enjoyable plea for simplifying the voter's job.

Wilson, Woodrow. Hide-and-seek politics. North Amer. Rev. 191:585-601. 1910.

Proportional Representation

Commons, J. R. Proportional representation. 2d ed. rev. 369 p. Macmillan, 1907. $1.25.

American Proportional Representation League. Proportional representation review. Philadelphia. $0.40 per year.

INITIATIVE, REFERENDUM, AND RECALL

***Beard, C. A.** and **Shultz, B. E.** Documents on the state-wide initiative, referendum and recall. 394 p. Macmillan, 1912. $2.00.

Collection of illustrative statutes and constitutional provisions.

King, Judson. State-wide initiative and referendum. 16 p. Gov. Print. Office, 1917.

Answers a series of questions and objections.

***Lowell, A. Lawrence.** Public opinion and popular government. 415 p. Longmans, 1913. $2.35.

Somewhat conservative view of initiative and referendum.

***Munro, W. B.,** ed. The initiative, referendum, and recall. 365 p. Appleton, 1916.

A collection of excellent articles pro and con.

Wilcox, D. F. Government by all the people, or, the initiative, the referendum, and the recall as instruments of democracy. 324 p. Macmillan, 1912. $1.50.

Presents the arguments in favor of these new instruments of democracy.

POLITICAL PARTIES

Historical sketches of the parties, their platforms, and campaign literature may be had from the state and national committees of the respective parties. The following are some addresses:

Republican: Mr. Gustaf Lindquist, Governor's office, St. Paul, or Mrs. Manley C. Fosseen, 816 Guardian Life Bldg., St. Paul.

Democratic: Mr. D. D. Daly, 305 Pioneer Bldg., St. Paul, or Miss Jessie E. Scott, 305 Pioneer Bldg., St. Paul.

Socialist: Mr. Otto Nellermoe, 225 S. 5th St., Minneapolis.

National Nonpartisan League: Mr. Henry Teigen, Endicott Bldg., St. Paul.

Committee of 48: 15 E. 40th St., New York City.

The party platforms of 1916 may be found in the World Almanac for 1917, and in Nelson's Encyclopedia.

Jones, Chester Lloyd. Readings in parties and elections in the United States. 354 p. Macmillan, 1912. $1.60.

Ray, P. O. Introduction to political parties and practical politics. New and rev. ed. 628 p. Scribner, 1917. $1.60.

Standard book on parties, nominations, elections, etc. Highly informational. Bibliography with each chapter.

Trimble, South. Platforms of the two great political parties. 222 p. Gov. Print. Office, 1916.

Reprints of the platforms of the Republican and Democratic parties from 1856 to 1916 inclusive by the clerk of the House of Representatives.

***Woodburn, J. A.** Political parties and party problems in the United States. 2d ed. rev. and enl. 487 p. Putnam, 1914. $2.50.

Democratic Party

Democratic Party: National committee, 1916-1920. The Democratic text-book 1916.... 480 p. New York, Dem. Nat'l. Comm., 1916.

***Wilson, Woodrow.** The new freedom. 294 p. Doubleday, 1913. $1.00.

"A call for the emancipation of the generous energies of a people."

Republican and Progressive Parties

***Roosevelt, Theodore.** The new nationalism. 275 p. Outlook Co., 1911. $1.50.

A Rooseveltian plea for cleaner politics and for vigorous national action to give all citizens a square deal.

Wyeth, Newton. Republican principles and policies; a brief history of the Republican National Party. 256 p. Republic Press, 1916. $1.25.

Minor Parties

Benson, Allan L. What the war has done to Socialism in America. Current Opinion 65:82-85. Aug., 1918.

Includes a statement as to why this former Socialist candidate for the presidency left his party.

Boyle, J. E. Agrarian movement in the northwest. Amer. Econ. Rev. 8:505-21. Sept., 1918.

Gives the economic backgrounds of the Nonpartisan League movement.

Gilbert, A. B. Out for a "solid west"; the coming political battle of the Nonpartisan League. Forum 60:727-37. Dec., 1918.

The author is connected with the leadership of the Nonpartisan League.

Kellock, Harold. A new liberal party. Century 94 (n.s. 72):885-90. Oct., 1917.

A forecast; may apply to either the Committee of 48, or the National party.

North Dakota Industrial Commission. The new day in North Dakota; some of the principal laws enacted by the sixteenth legislative assembly, 1919. 156 p. State, 1919.

A reprint of the main Nonpartisan enactments in North Dakota.

Socialist party split. Literary Digest 61:16-17. June 28, 1919.

***Spargo, John.** Socialism. 257 p. Macmillan, 1909. $1.50.

FUNCTIONS OF GOVERNMENT

Books on particular functions of government are very largely on local and municipal functions. For discussions of national functions, read Beard's American Government and Politics (listed on p. 14), and Young's The New American Government and Its Work (p. 14); for state governmental functions, read Holcombe, State Government in the United States, and Mathews, Principles of American State Administration, mentioned on p. 16.

PUBLIC SAFETY

Hoffman, P. M., comp. Things you must know for safety. 181 p. Chicago, Public Safety Commission, 1917.
Handbook of statistics of accidents, traffic precautions, fire prevention suggestions, and many other facts and helps for "safety-first" campaigns.

Police

Cahalane, C. F. Police practice and procedure. 4th ed. 241 p. Dutton, 1917. $1.50.
Defines various crimes, tells how to handle criminals, how to prepare and present evidence, and discusses court room ethics for policemen.

Fuld, L. F. Police administration; a critical study of police organizations in the United States and abroad. 2d ed. 551 p. Putnam, 1910. $3.00.

***Mayo, Katherine.** Justice to all; the story of the Pennsylvania state police. 364 p. Putnam, 1917. $2.50.

Minneapolis Police Department. Manual containing rules and regulations for the government of the police force of the city of Minneapolis. 149 p. City, 1908.

St. Paul Police Department. Manual. City, 1901.

Fire Departments and Fire Prevention

The building codes and fire prevention ordinances of your own city should be consulted. Minneapolis, St. Paul, and Duluth have issued compilations.

Brearley, H. C. History of the National Board of Fire Underwriters; fifty years of a civilizing force. 323 p. Stokes, 1916. $3.50.
A stirring romance of fire prevention work in the United States.

Crosby, E. U. and others. Crosby-Fiske-Forster handbook of fire protection. 6th ed. 757 p. Van Nostrand, 1919. $4.00.
Causes and spread of fires, methods of extinguishing, fireproof construction, etc.

National Fire Protection Association. Syllabus for public instruction in fire prevention. 7 p. Boston, Assn., 1912.

PUBLIC HEALTH

A wealth of material may be obtained from periodicals, the reports of various state health departments and the United States Public Health Service.

***Costigan, Honora.** Health stories for teachers and pupils. 69 p. Minnesota Public Health Assn., 1919. $0.10.

***Hill, H. W.** The new public health. 206 p. Macmillan, 1916. $1.25.

***Hoag, E. B.** and **Terman, L. M.** Health work in the schools. 321 p. Houghton, 1914. $1.60.

Hutchinson, Woods. Woods Hutchinson's health series. Houghton, 1912. About $0.70 each.
Community hygiene, *Child's day, and *A handbook of health, are the three titles so far published.

Health Work in Minnesota

Biggs, H. M. and **Winslow, C. E. A.** An ideal health department. 36 p. Minneapolis Civic and Commerce Assn. and Woman's Club, 1913.

Bureau of Municipal Research. Efficiency and the next needs of St. Paul's Health Department. 48 p. New York, Bureau, 1913.

***Flint, E. M.** and **Aronovici, Carol.** Health conditions and health service in St. Paul. 103 p. St. Paul, Wilder Charity, 1919.

Minnesota Board of Health. Minnesota state health laws and regulations. 68 p. State, 1917.

Minnesota Public Health Association. The Minnesota health journal. St. Paul, Assn.
Weekly. Shows progress of public health work in Minnesota. Recent numbers have discussed the county health nurse movement, disease prevention, tuberculosis treatment and prevention, etc.

Young, G. B. Public health in Minneapolis. 81 p. typed. Minneapolis, Author, 1916.
A health survey. Probably to be had only in the Minneapolis Municipal Library.

Water

Folwell, A. P. Water-supply engineering. 484 p. Wiley, 1917. $3.50.
Requisites of supply, sources, purification, filtering systems, reservoirs, etc.

Hazen, Allen. Clean water and how to get it. 2d ed. rev. and enl. 196 p. Wiley, 1916. $1.50.

Milk

Consult the "model" milk ordinance proposed by the Division of dairy husbandry of the state Agricultural department, in collaboration with the state Health department. See also the milk ordinance of your own city. Minneapolis and St. Paul have recently revised their ordinances, and now have fairly complete regulatory provisions.

McNutt, J. S. The modern milk problem in sanitation, economics, and agriculture. 258 p. Macmillan, 1917. $2.00.

Rosenau, M. J. The milk question. 309 p. Houghton, 1912. $2.00.

PUBLIC WELFARE

***Cabot, R. C.** Social service and the art of healing. 192 p. Moffett Yard, 1909. $3.00.
An inspirational book based on Dr. Cabot's experiences in charitable and health work in Boston.

Goldman, M. C. The public defender. 96 p. Putnam, 1917. $1.00.
Advocates the employment of one experienced lawyer by the city to plead cases of the poor, rather than leaving them to the mercies of inexperienced lawyers.

Guild, F. H. State supervision and administration of charities. 82 p. Indiana Univ., 1916. $0.25.

Hopkins, Tighe. Wards of the state. 340 p. Little, 1913. $3.00.
Influence of police, judges, and penal institutions upon offenders.

Lewis, B. G. The offender and his relations to law and society. 382 p. Harper, 1917. $2.00.
The social responsibility for the criminal class, crime prevention, etc.

***National Conference of Social Work.** Bulletin. Chicago.
Published five times a year.

Survey Associates. The Survey. New York.
A weekly periodical that covers the field of charities and general welfare.

Taylor, W. L. The man behind the bars. 302 p. Scribner, 1914. $1.50.
Account of Miss Taylor's personal investigation of prison conditions.

***Towne, E. T.** Social problems. 406 p. Macmillan, 1916. $1.00.
Chapters on immigration, child labor, women in industry, labor organizations, unemployment, blind and deaf, feeble-minded and insane, crime and punishment, marriage and divorce, poverty, conservation, etc.

U. S. Bureau of Labor Statistics. Monthly Labor Review. Gov. Print. Office.
A government periodical; prints statistics and articles regarding food prices, wages, employment, social insurance, housing, etc.

Public Welfare in Minnesota

***Crane, Caroline Bartlett.** Report on a campaign to awaken public interest in sanitary and sociologic problems in the state of Minnesota. 239 p. State Health Board, 1911.

Minnesota Legislature. Minnesota laws relating to the State Board of Control. 148 p. State, 1919.

***Minnesota Board of Control.** Biennial report. State.

Parks and Recreation

Consult the report of your own park board or park commissioner. It often contains interesting and valuable material about playgrounds and recreational facilities in your municipality.

Lyle, W. T. Parks and park engineering. 130 p. Wiley, 1916. $1.25.

Minneapolis Committee to Promote Improved Playgrounds and Recreation Facilities in Minneapolis. Concerning twelve million hours weekly in Minneapolis. Work done and to be done for public recreation in Minneapolis—a summary of the survey made by L. H. Wier. 16 p. Minneapolis, 1915.

Peabody, Lloyd. History of the parks and public playgrounds of St. Paul. Minnesota Historical Society Collections 15:609-30. 1915.

U. S. Bureau of the Census. General statistics of cities, 1916. Gov. Print. Office. 1917.
Statistics of parks and recreation facilities in cities over 30,000 in 1916.

Child Welfare

***Addams, Jane.** The spirit of youth and the city streets. 162 p. Macmillan, 1909. $1.25.
An impelling discussion showing the harm of unsupervised recreation in a city.

***Eliot, T. D.** The juvenile court and the community. 234 p. Macmillan, 1914. $1.25.
Survey of its work and its relation to other social agencies.

***Hodson, W. W.** Compilation of the laws of Minnesota relating to children. 197 p. State, 1919.
This contains a separate, printing the laws passed at the 1919 special session of the legislature. Mr. Hodson is chief of the Children's Bureau, State Board of Control.

The Juvenile Court of Hennepin County, Minnesota, with reports of the Hennepin County probation office, County home school for boys, County home school for girls, Juvenile court physician and surgeon [annual report]. Minneapolis, County.

***Mangold, G. B.** Problems of child welfare. 522 p. Macmillan, 1914. $2.00.
Mortality, education, labor, and delinquency of children.

Labor and Industry

American Association for Labor Legislation. American labor legislation review. New York.
A quarterly that summarizes, reprints, digests, and criticizes current labor legislation in the United States. Good to use with the labor legislation numbers of the United States bureau of labor statistics' Bulletin.

Kellor, F. A. Out of work. 569 p. Putman, 1915. $1.50.
Treats the problems of unemployment and of employment agencies.

***Minnesota Department of Labor and Industries.** Biennial report. State.

——— Compilation of the labor laws of Minnesota. Rev. to 1919. 184 p. State, 1919.

U. S. Bureau of Labor Statistics. Bulletin. Gov. Print. Office.
Comes out from time to time. A number each year on labor legislation, court decisions, etc. A series of numbers studies wages and hours of labor in various industries.

Food and Markets

King, C. L. Lower living costs in cities. 355 p. Appleton, 1915. $1.50.
A thoughtful study toward lowering living costs, principally food, in cities. There are chapters on municipal markets, coöperation, etc.

Minneapolis: Mayor's Commission on Municipal Markets. ...Report on public and municipal markets. 60 p. City, 1918.
Compiled principally by Dr. C. F. Dight; used by council when considering proposed city market.

National Municipal League. Public markets in the United States. 32 p. League, 1917. $0.50.

Nourse, E. G. Chicago produce market. 304 p. Houghton, 1918. $2.25.
Study made in 1914, and amended and revised to the spring of 1917.

***Taylor, H. C.** Agricultural economics. 439 p. Macmillan, 1919. $2.50.

Vacher, Francis. The food inspector's handbook. 6th ed. 311 p. Van Nostrand, 1913. $2.50.

Weld, L. D. H. Marketing of farm products. 483 p. Macmillan, 1916. $1.50.

Housing

***St. Paul: Wilder Charity.** Housing conditions in the city of St. Paul, report presented to the Housing Commission of the St. Paul Association by Carol Aronovici. 120 p. Wilder Charity, 1917.

Veiller, Lawrence. Model housing law. 343 p. Survey Associates, 1914. $2.00.

Wood, E. E. Housing of the unskilled wage earner. 321 p. Macmillan, 1919. $1.50.

A serious treatise on the housing problem in the United States.

EDUCATION

Get from your representative in Congress copies of the Smith-Hughes bill (to provide for vocational education), the Smith-Towner bill (to provide for national support of education) and the "joint hearings" to accompany the Smith-Towner bill.

Cubberley, E. P. Rural life and education: a study of the rural-school problem as a phase of the rural-life problem. 367 p. Houghton, 1914. $1.50.

*——— Public school administration: a statement of the fundamental principles underlying the organization and administration of public education. 479 p. Houghton, 1916. $1.75.

Russell, W. F. Education in the United States. (in Sandiford, Peter, Comparative education. p. 1-105. Dent, 1918)

Weeks, R. M. The people's school: a study in vocational training. 207 p. Houghton, 1912. $0.60.

Education in Minnesota

Note the reports of the Board of Public Instruction (biennial), the High School Inspector, and the Report to the Governor, Dec. 1, 1914, by the Public Education Commission, all published by the state.

Minneapolis Survey for Vocational Education. Vocational education survey of Minneapolis, made by the National Society for the Promotion of Industrial Education, Dec. 1916. 592 p. Gov. Print. Office, 1917.

Minnesota Legislature. Laws of Minnesota relating to the public school system, including the state normal schools and the University of Minnesota. 151 p. State, 1919.

St. Paul Education Department. Report of a survey of the school system of St. Paul, Minnesota. 962 p. St. Paul, 1917.

PUBLIC WORKS

***Baker, M. N.** Municipal engineering and sanitation. 317 p. Macmillan, 1902. $1.25.

Streets, sidewalks, water supply, markets, street cleaning, nuisances, health, etc.

Baskerville, Charles, ed. Municipal chemistry. 526 p. McGraw-Hill, 1911. $5.00.

Water supply, wholesome milk and food, waste disposal, smoke nuisance, etc.

Folwell, A. P. Municipal engineering practice. 422 p. Wiley, 1916. $3.50.

The city plan, streets, lighting, street cleaning, markets, comfort stations, etc.

Philadelphia Bureau of Surveys. Report on the collection and treatment of the sewage of the city of Philadelphia, 1914. 188 p. City, 1914.

St. Paul Committee on the Disposal of Garbage and Other Refuse. Municipal garbage and refuse disposal. 16 p. City, 1913.

Whinery, Samuel. Municipal public works. 241 p. Macmillan, 1903. $1.50.

Direct work vs. contract work, letting of contracts, etc.

Conservation

Material on this very live subject is to be found in several of the state reports, i.e., the Drainage Commissioner's, the Forester's; and in the publications of the Immigration commission (especially "Minnesota by Counties"). See also the Game and Fish Laws, and the Forestry Laws.

***Conservation of natural resources.** 256 p. Annals of the Amer. Acad. vol. 33 no. 3. 1909. $1.00.

Ely, R. T. and others. Foundations of national prosperity: studies in the conservation of permanent national resources. 378 p. Macmillan, 1917. $2.00.

***Iverson, S. G.** The public lands and school funds of Minnesota. Minnesota Historical Society Collections 15:287-314. 1915.

Orfield, M. N. Federal land grants to the states with special reference to Minnesota. 275 p. Minn. Univ., 1915. $1.00.

Palmer, B. W. Swamp land drainage, with special reference to Minnesota. 138 p. Minn. Univ., 1915. $0.50.

***Van Hise, C. R.** Conservation of natural resources in the United States. 413 p. Macmillan, 1910. $2.00.

Roads and Streets

American Highway Association. Good roads year book. Washington, D. C.

Annual. Papers on highway problems; statistics, etc.

***Minnesota Highway Commission.** Report. State.

Minnesota Legislature. Minnesota road laws.... 50 p. State, 1917.

Address Secretary of State.

City Planning

***Bird, C. S.,** ed. Town planning for small communities. 492 p. Appleton, 1917. $2.00.

Minneapolis Civic Commission. Plan of Minneapolis.... 227 p. Commission, 1917.

Exposition of plan of Minneapolis. Beautifully illustrated.

***Nolen, John.** City planning. 447 p. Appleton, 1916. $2.00.

Detailed, but interesting reading. Bibliographies.

***Robinson, C. M.** Improvement of towns and cities. 313 p. Putnam, 1913. $1.25.

The elements of civic beauty: trees, gardening, architecture, etc.

*——— Modern civic art. 2d ed. 381 p. Putnam, 1918. $3.00.

Shurtleff, Flavel and **Olmsted, F. L.** Carrying out the city plan: the practical application of American law in the execution of city plans. 349 p. Survey Associates, 1914. $2.00.

PUBLIC UTILITIES

Barker, Harry. Public utility rates. 387 p. McGraw-Hill, 1917. $4.00.

Water, gas, electricity, telephone, and street railway charges.

***Dunn, S. O.** Government ownership of railways. 400 p. Appleton, 1914. $2.00.

Floy, Henry. Valuation of public utility properties. 391 p. McGraw-Hill, 1912. $5.00.

Structural costs, franchises, good will, going value, depreciation, etc.

King, C. L., ed. The regulation of municipal utilities. 404 p. Appleton, 1912. $1.50.

Selected articles on franchises, public service commissions, etc.

Stevens, D. L. Bibliography of municipal utility regulation and municipal ownership. 410 p. Harvard Univ. Press, 1918. $4.00.

Covers franchises, public service commissions, valuation, rates, taxation, and municipal ownership. Practically complete.

***Thompson, C. D.** Municipal ownership. 114 p. Huebsch, 1917. $1.00.

Street Railways

Jackson, D. C. Street railway fares. 169 p. McGraw-Hill, 1917. $2.50.

Cleveland three-cent fare, Milwaukee zone system, fare schedules, etc.

Minneapolis Council. An ordinance granting to the Minneapolis street railway company ... the right ... to construct, maintain, and operate street railways, and to extend the same. ... 21 p. City, 1919.

Preparatory to drafting this franchise, three valuation reports were published; they were by the city engineer, (F. W. Cappelen), the Central Franchise Committee, and C. L. Pillsbury. Apply to city engineer. Mr. G. B. Leonard has published a pamphlet presenting his arguments against the franchise. Minneapolis, Author. 20 cents.

St. Paul Association: Public Affairs Division. Partial summary of a survey of the street railway situation in eighty leading American cities. 10 p. mimeogr. Author, 1919.

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